



ATTACHMENT A

SERVICE TO PROVIDE SOUND SYSTEM AND RELATED PRODUCTION SERVICES

SCOPE

The City of Rockville is soliciting competitive quotes to provide sound systems and production services for a main stage and two (2) local stages for its "Hometown Holidays" festival to be held on Saturday, May 25, 2013 through Sunday, May 26, 2013.

BACKGROUND INFORMATION

"Hometown Holidays" is the City of Rockville's largest annual festival. The three-day outdoor event attracts over 50,000 to Rockville's Town Center. Activities include main stage and local stage concerts, the "Taste of Rockville" featuring food from local restaurants, kids activities, and a parade. This year's festival is placed in a town center atmosphere including retail, restaurants, and residents and the City shall have final say in sound levels.

COMPETITION INTENDED

It is the City's intent that this solicitation permits competition. It shall be the bidders responsibility to advise the City's Purchasing Division, telephone (240) 314-8430 if any language requirements or specifications restrict or limit competition. Such notification must be received by the City Purchasing Division not later than two (2) calendar days prior to the due date.

EVENT TIMELINES

Main (Regal) Stage:

Regal stage entertainment at "Hometown Holidays" takes place on Saturday, May 25, 2013 and Sunday, May 26 from 2:30 p.m. to 10:00 P.M. (EST). The main stage sound system shall be operational by 11:00 A.M. (EST) on May 25, 2013.

The Main (Regal) Stage Schedule Is As Follows:

Saturday, May 25, 2013

02:30 P.M. to 04:00 P.M. (EST)	Ted Garber
04:30 P.M. to 06:00 P.M. (EST)	Shane Gamble
06:30 P.M. to 08:00 P.M. (EST)	The Dirty Guv'nahs
08:30 P.M. to 10:00 P.M. (EST)	Sunny Sweeney

Sunday, May 26, 2013

02:30 P.M. to 04:00 P.M. (EST)	Blaggards
04:30 P.M. to 06:00 P.M. (EST)	King Soul
06:30 P.M. to 08:00 P.M. (EST)	The Nighthawks
08:30 P.M. to 10:00 P.M. (EST)	The Waiting – A Tribute to Tom Petty & The Heartbreakers

Two (2) Local Stages:

The smaller stages entertainment consists of local bands on Saturday, May 25, 2013 and Sunday, May 26, 2013. Contractor is required to delivery and set-up equipment. City sound technicians will operate the systems during the event. The times that the two (2) stages must be operational are outline below:

Saturday, May 25, 2013 and Sunday, Mary 26, 2013

E. Montgomery Stage	Fully Operational by 12:00 P.M. (Noon) (EST) Last band ends at 7 p.m.
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Maryland (Town Square) Stage	Fully Operational by 12:00 P.M. (Noon) (EST) Last band ends at 10 p.m.
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Note: Contractor must secure equipment on the E. Montgomery Stage and Maryland (Town Square) Stage on Saturday, May 25 for overnight. System should be up and running by 12:00 noon.

RAIN DATE

There is no rain date for the event.

SYSTEM REQUIREMENTS – GENERAL

The City requires an audio system that meets the exact or acceptable equivalent as required by the technical specifications from each engaged performing act. The audio systems will be properly sized for a festival stage at these venues and to provide coverage and be of a professional quality. The City requires experienced competent operators/audio engineers to be present at all stage venues at all performances times to operate the provided equipment. The following is a list of required equipment:

MAIN (REGAL) STAGE

The main stage will be a SL250 provided by the City. Power will be provided via generator onsite. Front of house position will be provided and tented approximately 50' from the downstage center edge of the stage.

Quantity	Item
	FOH PA
1	FOH mixing console must be (at least) 32x8x2. Preferred consoles: Digidesign, Midas, Crest, Soundcraft or Yamaha Digital (M7-CL or PM5D)
	Console must have VCA's as well as Mute Groups and in fully functional top operating condition
	Console must have at least 8 aux sends, 8 assignable subgroups with inserts & 8 aux returns with EQ
1	PA must be a high quality. Active 3 or 4 way Line Array System with no less than 1 subwoofer per Hi/Mid Enclosure. PA must be able to reproduce clearly 110db ("A" weighted SPL at mix position)
	Unequalized Frequency response must be +/- 3db, 50hz-18000hz
	PA must be flown. No proprietary boxes are acceptable.
4	Center fill speakers must be provided (EAW JF series, Meyer or equivalent)
	Appropriately sized amplifiers to power the entire system. Amplifiers must be Crown, Crest or QSC
1	32 channel 3 way (FOH, MON, and REC) transformer isolated split snake with 6 open return lines
	Monitor split must be transformer isolated
	HOUSE PROCESSING
2	FX processors – Yamaha SPX 1000, Lexico Multi FX or equivalent
1	Third octave Graphic EQ per output.
	Acceptable EQ's BSS, Ashley, Klark, DBX
12	Channels minimum of compression (BSS, Ashley, Klark, or DBX only)
8	Channels minimum of gates (BSS, Ashley, Klark, or DBX only)
1	CD player, FM Radio Turner
1	Com system for communications between FOH and Monitor positions
	All cables, amplifiers, microphones, direct boxes, stands, A/C power distribution and power drops to meet requirements of headliners and opening acts.
	Microphone requirements are listed in the artists technical riders and included wireless units
2	High quality Wireless handheld microphones with fresh batteries
1	Front of House Chief Engineer
	MONITOR SYSTEM
1	Monitor console, Console must be capable of 32 inputs, each channel with EQ and pre-post switchable per send. Yamaha M7-CL, PM5D or artist approved equivalent
	Console must have mute groups as well as VCA's
7	Matching stage wedges including cue wedge. Must be minimum 1x12" with 2" horn. Bi-amped. Meyer or EAW or equivalent
2	3 way sidefill monitor speakers
1	Drum wedge (1x15" with 2" horn minimum) Bi-Amped. Meyer or EAW or equivalent

6	Minimum AC quad box power drops onstage on independent 20 amp circuits for backline. (See stage plots for placement)
	All ramps, cables, and power distribution for the system
1	Monitor Engineer/A2
	Labor to setup and break down equipment. (2 City technicians to be provided for load in and load out)
	The main stage will be a Stageline SL250 mobile stage
	Weather protection for all equipment

Local Stages:**E. MONTGOMERY STAGE**

The E. Montgomery stage is located within a tent 40'x140'. The stage is 16'x24'x6" high. The stage is flanked on either side by provided scaffold to raise speakers off the ground and frame the stage. Mix position will be approx.. 30' from the stage off to the side of the tent. All cable to front of house will need to be run overhead or cable ramps provided. Monitors are to be mixed from the front of house.

	FOH mixing console must be at least 32 channels and capable of providing 5 discreet monitor mixes. Preferred consoles: Digidesign, Midas, Crest, Soundcraft or Yamaha Digital (M7-CL preferred).
	Console must be in fully functional top operating condition
	Console must have at least 8 aux. sends, 8 assignable subgroups with inserts and returns with EQ (or equivalent functions digitally available)
1	PA must be a high quality 3 way system or line array and be sized adequately for the venue. PA must be able to reproduce clearly 105db ("A" weighted SPL at mix position)
	A secondary pair of active and passive 12x1 minimum delay speakers to be placed on tripod stands and processed for time/distance.
	Main PA to be stacked on scaffold not flown. No proprietary boxes are acceptable. Preferred speakers (Renkus-Heinz, EAW, Meyer, JBL
	Appropriately sized amplifiers to power the entire system. Amplifiers must be Crown, Crest or QSC
	HOUSE PROCESSING
	Processing may be via outboard equipment or provided digitally onboard the mixing console.
2	Insertable FX Processors – Yamaha SPX, Lexicon Multi FX or equivalent
1	Third Octave graphic EQ for main outputs. Acceptable EQ's BSS, Ashley, Klark, or DBX
8	Channels minimum of compression (BSS, Ashley, Klark, or DBX only)8
8	Channels minimum of gates (BSS, Ashley, Klark, or DBX only)
1	CD player
1	FM radio tuner
	All cables, amplifiers, microphones, direct boxes, stands & A/C power distro and power drops to meet requirements of contracted acts
	Microphone requirements are listed in the artists technical riders
1	Handheld wireless mic
1	Front of House Chief Engineer
5	Matching monitor wedges, minimum 1x12
1	Drum monitor wedge
4	Minimum AC quad box power drops onstage on independent 20amp circuit for backline
	All ramps and cables needed for power distribution of audio system
	Contractor will secure equipment at 7 P.M. on Saturday, May 25 and system must be operational by 12 noon on Sunday, May 26

MARYLAND (TOWN SQUARE) STAGE

The Maryland Stage is located on a closed city street. The provided stage is 24'x 20'. The stage will be tented. The front of house position to be approx.. 40' from the stage and will be off center. A 10x10 EZ up style tent to be provided by the City.

	FOH mixing console must be at least 32 channels and capable of providing 5 discreet monitor mixes. Preferred consoles: Digidesign, Midas, Crest, Soundcraft or Yamaha Digital (M7-CL preferred).
	Console must be in fully functional top operating condition
	Console must have at least 8 aux. sends, 8 assignable subgroups with inserts and returns

	with EQ (or equivalent functions digitally available)
1	PA must be a high quality 3 way system or line array and be sized adequately for the venue. PA must be able to reproduce clearly 105db ("A" weighted SPL at mix position)
	A secondary pair of active and passive 12x1 minimum delay speakers to be placed on tripod stands and processed for time/distance.
	Main PA to be stacked on scaffold not flown. No proprietary boxes are acceptable. Preferred speakers (Renkus-Heinz, EAW, Meyer, JBL
	Appropriately sized amplifiers to power the entire system. Amplifiers must be Crown, Crest or QSC
	HOUSE PROCESSING
	Processing may be via outboard equipment or provided digitally onboard the mixing console.
2	Insertable FX Processors – Yamaha SPX, Lexico Multi FX or equivalent
1	Third Octave graphic EQ for main outputs. Acceptable EQ's BSS, Ashley, Klark, or DBX
8	Channels minimum of compression (BSS, Ashley, Klark, or DBX only)8
8	Channels minimum of gates (BSS, Ashley, Klark, or DBX only)
1	CD player
1	FM radio tuner
	All cables, amplifiers, microphones, direct boxes, stands & A/C power distro and power drops to meet requirements of contracted acts
	Microphone requirements are listed in the artists technical riders
1	Handheld wireless mic
1	Front of House Chief Engineer
5	Matching monitor wedges, minimum 1x12
1	Drum monitor wedge
4	Minimum AC quad box power drops onstage on independent 20amp circuit for backline
	All ramps and cables needed for power distribution of audio system
	Contractor will secure equipment at 10 P.M. on Saturday, May 25 and system must be operational by 12 noon on Sunday, May 26

EQUIPMENT REQUIREMENTS – GENERAL

The Contractor shall provide sound equipment and operators to fulfill the requirements of Sunny Sweeney and The Waiting technical riders. (See Attached)

DESCRIPTIVE LITERATURE REQUIRED

Respondents are required to furnish with their quote, descriptive literature and detailed specifications for each item offered. Failure to provide this information may result in the disqualification of your quote.

ORAL INTERPRETATIONS TO QUESTIONS

All technical questions pertaining to the specifications and/or equipment, or the finding of any discrepancy in or omission from the specification shall be directed to Colleen McQuitty, Special Events Manager via telephone at 240-314-8606. Verbal explanations or instructions given by a City employee to the respondent will not be binding by the City unless confirmed in the form of a written addendum.

Information given, in response to a request, may be furnished to all potential respondents in the form of an addendum to the Request for Quote if such information is deemed necessary for the preparation of quotes, or if the lack of such information would be detrimental to potential respondents. Addendums, when issued by the Purchasing Division will be considered as being binding on the City. Requests for information must be received within two (2) calendar days of the due date.

SETUP AND REMOVAL

Main (Regal) Stage

Contractor shall deliver equipment on Saturday, May 25, 2013 at 8:00 A.M. (EST) for the main stage, and where all equipment is operational and ready for the first main stage sound check by 11:00 A.M. (EST) on Saturday, May 25 and Sunday, May 26, 2013.

As a convenience, the City of Rockville will provide security at the main stage and sound-mixing area between 10:00 P.M. (EST) on Saturday, May 25, 2013 and 8:00 A.M. (EST) on Sunday, May 26, 2013. This

convenience shall in no way be construed to relieve the Contractor of any storage responsibilities, or any liability for the Contractor's equipment on behalf of the City or any third party providing the security.

All equipment must be removed from the site immediately following the The Waiting performance, with the site cleared by 2:00 A.M. (EST) on Monday, May 27, 2013.

Local Stages

Contractor shall deliver equipment on Saturday, May 25, 2013 at 6:30 A.M. (EST) on the E. Montgomery Stage and 8:00 a.m (EST) on the Maryland Stage where all equipment is operational and ready for the local stages by 12 NOON (EST) on Saturday, May 25 and Sunday, May 26, 2013.

As a convenience, the City of Rockville will provide security at the E. Montgomery Stage between 8 P.M. (EST) on Saturday, May 25, 2013 and 8 A.M. (EST) on Sunday, May 26, 2013.

Contractor must secure equipment for overnight. Take any equipment that may walk overnight.

Sound should be operational by 12 noon on Sunday, May 26, 2013

All equipment must be removed from the site immediately following the last performances on the two local stages at 7 P.M. on E. Montgomery Stage and 10 P.M. on the Maryland (Town Square) Stage on Sunday, May 27, 2012.

CITY RESPONSIBILITIES

The City will provide all power, staging and/or scaffolding. Regarding power at the Main Stage, the City will provide a 150kw dual pack generator running in parallel, redundant service for 400-amp, 3 phase lighting and 100amp sound, and an electrician on-site, all cable ramps and risers. The City will also provide 2 able-bodied stagehands for load-in on Saturday, May 25, 2013 and load-out on Sunday, May 26, 2013 at each of the stages. One City technicians will remain at each stage for the duration of the performance period in a support capacity. The City will provide generators to power the sound at the two local stages as well.

CONTRACTOR RESPONSIBILITIES

Contractor shall provide for employees and public safety at all times.

If unavoidable delay is expected or encountered in arrival (e.g. – traffic, accident, etc.), the Contractor shall immediately notify the City so that appropriate schedule changes and announcements can be made.

Contractor shall perform as in this contract as an independent contractor and shall not be considered an agent of the City of Rockville, nor shall any employees or agents of the contractor be considered an agent of the City.

The Contractor shall be responsible for damage to the City of Rockville's, the general public's, or any other third party event service provider's equipment and/or property by its work, negligence in work, and/or its personnel equipment. The Contractor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing the service.

The Contractor shall provide all labor and equipment necessary to perform this work. All employees of the Contractor shall be no less than 18 years of age, and shall be experienced in the type of work performed. No visitors, wives, husbands or children of the Contractor's employees will be allowed in the work area during the course of this work, unless they are bonafide employees of the Contractor, the City of Rockville or one of the performing acts.

The Contractor's employees provided to perform this service, shall be fluent in the English language.

The City of Rockville is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by Contractor's employees while in the performance of this service is prohibited. Violation of this requirement shall constitute grounds for termination of this contract. In addition, Contractor employees shall observe the City's and Montgomery County, Maryland smoking policies.

It is the intent of the City of Rockville to purchase goods, equipment, and services having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs,

availability, and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

The services provided under these specifications shall be performed using the latest methods and practices in current use, by the industry.

All equipment, items and services not specifically mentioned which are necessary for this service to be performed, or which are normally furnished, as standard, shall be provided by the Contractor. All equipment, items and services shall conform and be used in accordance to the accepted Standard of the Industry.

SAFETY AND CLEANLINESS

Contractor shall provide for a neat, clean, and safe environment at all times during all work, as determined by the City of Rockville. All vehicles, trailers, and other equipment must be in proper working order and a neat, clean appearance, as determined by the City of Rockville.

Employees of contractor shall be of neat appearance and conduct themselves in a professional manner while working for the City of Rockville, as determined by the City of Rockville. Whenever the contractor leaves a location, that location shall be clean, safe, and free of any tools and other materials related the work, as determined by the City of Rockville.

Any applicable manuals, including operating and preventative maintenance instructions, shall accompany equipment and be made available to the City upon request during the course of this work. Warnings and safety precautions shall be clearly indicated. Safety plaques or decals shall be affixed at any hazardous area, in accordance with industry standards and government regulations.

The City of Rockville reserves the right to control lighting and sound volume and to take any action which, in its discretion, is necessary to preserve order before, during, or following this type of an event.

REPAIRS

MINOR REPAIRS: The City may assist the Contractor with minor repairs as necessary in order to maintain equipment during the event. Minor repairs are defined as repairs requiring no parts, or when purchase of parts does not exceed \$25.00 for any one repair. In such an instance, any labor will be furnished by the City.

MAJOR REPAIRS: The Contractor shall assume the cost of all major repairs to the equipment except those resulting from willful negligence by the City only, damage resulting from fire, theft, vandalism and/or acts of God are the responsibility of the Contractor. Major repairs are defined, as those not covered in the paragraph above.

INSURANCE

The successful contractor must obtain and keep in force and effect during the term of the contract insurance coverage as specified within the Request for Quote, to include endorsements where applicable.

The City of Rockville does not carry insurance on equipment for this type of an event. If the Contractor does not wish to personally assume the risk of loss or damage, insurance against such loss or damage should be purchased at the Contractor's expense, and included in the quoted price. The City of Rockville will not pay deductibles or other costs associated with a Contractor's loss.

TRAVEL & PER-DIEM

Any and all costs associated with travel related expenses (e.g. – airfare, meals, mileage, lodging, per-diem, etc.) are the responsibility of the Contractor and should be factored into the price of the quote.

REFERENCES

Respondents are to provide with their quote, on the attached form provided by the City three (3) references for similar services they have provided within the last five (5) years and the last two (2) contracts completed by the respondent. Failure to provide references with the quote may be cause for determining a respondent non-responsive. Respondents who do not have the required experience may not be considered for award.

ASSIGNMENTS

Neither this contract nor any interest therein nor claim there under shall be assigned or transferred by the contractor except as expressly authorized in writing by the City and no contract shall be made by the contractor with any other part for furnishing any of the products or services herein contracted for with the written approval of the City.

CANCELLATION

This contract is subject to cancellation by the City of Rockville only, without penalty, either in whole or in part with twenty-four (24) notice, up to ten (10) calendar days prior to the date of the event.

INVOICING

Invoices shall be submitted upon completion of the event and shall include a detailed breakdown of all charges. The City will pay all such invoices promptly unless any items thereon are in question, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The City of Rockville does not pay deposits or any other form of advances partial payment for this type of service.

COMPLIANCE

This contract shall be performed in accordance with contract specifications. The City of Rockville will decide all questions, which may arise as to the quality or acceptability of service performed and the manner of performance, the interpretation of the specifications and the acceptable fulfillment of the contract on the part of the Contractor.



ATTACHMENT B
PRICING INFORMATION FOR UNFORESEEN NEEDS

The City has made a good faith effort to describe and specify all of the services that will be required. Charges for any additional services, which have not been considered shall be included in the total price of the job, as well as, specified and itemized below, otherwise the charges shall become the responsibility of the Contractor.

NOTE: This page shall be returned with the quote. Failure to return this page with the quote may result in disqualification.

<u>DESCRIPTION OF CHARGE</u>	<u>PRICING</u>
1. Other Charges: Specify _____	_____
2. Other Charges: Specify _____	_____
3. Other Charges: Specify _____	_____
4. Other Charges: Specify _____	_____
5. Other Charges: Specify _____	_____

ADDITIONAL INFORMATION

Provide any additional information you wish to bring to the City's attention with regard to this quote, the individuals who will be performing the services, or the bidder's overall qualifications.

Respondent's Name: _____

Date: _____

ATTACHMENT C**REFERENCES**

The respondent shall be a competent and experienced contractor with an established reputation within the community. The respondent shall have performed similar work for a minimum period of five (5) years. He shall furnish a representative list of three (3) projects involving work as specified, as well as, the last two (2) contracts completed. The respondent shall have adequate technically qualified personnel employed within his organization to perform all phases of contract requirements. Ability to meet the foregoing experience requirements shall be considered by the City in determining the responsibility of the respondent. Failure to submit the required information with the Request for Quote may be cause for rejection of the Quote.

The City may make such investigation, as it deems necessary to determine the ability of the respondent to furnish the services and the respondent shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any quotes if the evidence submitted by or investigation of such respondent fails to satisfy the City that such respondent is properly qualified to carry out the obligations of the contract and deliver the service herein.

LIST OF THREE (3) PROJECTS INVOLVING WORK AS SPECIFIED:

1. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

2. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

3. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____

ATTACHMENT C - CONTINUED

LAST TWO (2) CONTRACTS COMPLETED:

4. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____
5. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____